

STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
HAWAII PAROLING AUTHORITY

April 24, 2006

## ADDENDUM B

FOR

Request for Proposals

**RFP No.: PSD 06-HPA-23**

### **MULTIPLE SUBSTANCE ABUSE TREATMENT SERVICES FOR MALE AND FEMALE PAROLEES ON OAHU**

1. The following is changed for mailed-in proposals.

From: All mail-ins must be postmarked by USPS before 12:00 midnight, May 1, 2006.

**TO: All mail-ins must be postmarked by United States Postal Service (USPS) no later than May 1, 2006, and received within ten (10) calendar days.**

2. Section 4 – Proposal Evaluation  
Pages 4-1, 4-3 and 4-4 are superceded with the attached. Changes are noted in bold and “⇒”.

Frank J. Lopez  
Interim Director

## Section 4 Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

##### Evaluation Categories

##### Possible Points

##### *Administrative Requirements*

##### *Proposal Application*

##### **Background & Summary**

Experience and Capability

##### **Project Organization and Staffing**

##### **Service Delivery**

Financial

⇒ **10 points**

20 points

⇒ **10 points**

⇒ **50 points**

10 Points

100 Points

**TOTAL POSSIBLE POINTS**

100 Points

<b>A. Necessary Skills</b>	<u>4</u>
• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.	<u>          </u>
	<u>          </u>
<b>B. Experience</b>	<u>4</u>
•	<u>          </u>
	<u>          </u>
<b>C. Quality Assurance and Evaluation</b>	<u>4</u>
• Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.	<u>          </u>
•	<u>          </u>
	<u>          </u>
<b>D. Coordination of Services</b>	<u>4</u>
• Demonstrated capability to coordinate services with other agencies and resources in the community.	<u>          </u>
•	<u>          </u>
	<u>          </u>
<b>E. Facilities</b>	<u>4</u>
• Adequacy of facilities relative to the proposed services.	<u>          </u>
•	<u>          </u>

### 3. **Project Organization and Staffing** ⇒ **(10 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

<b>A. Staffing</b>	⇒ <b>6</b>
• <u>Proposed Staffing:</u> That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.	⇒ <b>3</b>
• <u>Staff Qualifications:</u> Minimum qualifications (including experience) for staff assigned to the program.	⇒ <b>3</b>
•	<u>          </u>
•	<u>          </u>

- |   |                   |
|---|-------------------|
| <b>B. Project Organization</b>  | ⇒ <u><b>4</b></u> |
| <ul style="list-style-type: none"> <li>• Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.</li> </ul> | ⇒ <u><b>2</b></u> |
| <ul style="list-style-type: none"> <li>• Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.</li> </ul>      | ⇒ <u><b>2</b></u> |
| <ul style="list-style-type: none"> <li>• </li> </ul>  | <u>      </u>     |

#### **4. Service Delivery (50 Points)**

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

- |   |                           |
|---|---------------------------|
| • <b>Initial Screening and Assessment Services</b>      | ⇒ <u><b>10 points</b></u> |
| • <b>Residential Substance Abuse Treatment</b>          | ⇒ <u><b>10 points</b></u> |
| • <b>Intensive Outpatient Substance Abuse Treatment</b> | ⇒ <u><b>10 points</b></u> |
| • <b>Outpatient Substance Abuse Treatment</b>           | ⇒ <u><b>10 points</b></u> |
| • <b>Aftercare</b>                                      | ⇒ <u><b>10 points</b></u> |

#### **5. Financial (10 Points)**

- Applicants proposal budget is reasonable, given program resources and operational capacity.
- Adequacy of accounting system.

#### **c. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.